

YOUTH SERVICES POLICY

Title: Solicitation	Type: A. Administrative
Next Annual Review Date:	Sub Type: 2. Personnel
	Number: A.2.39
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References: La. R.S. 49:950 et seq. and La. R.S. 42:455; Division of Administration's Office of Uniform State Payroll (OSUP) Memorandum No. 2003-50; Form SED-4; La. Administrative Code Title 4, Part III, Chapter 1, Section 123 and YS Policy No. A.2.38"Nepotism"	
STATUS: Approved	
Approved By: <i>Simon Gonsoulin, Deputy Secretary</i>	Date of Approval: 10/10/2005

1. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405 and the following:

- A. In accordance with La. R.S. 49:950 et seq. and La. R.S. 42:455 et seq., the Office of the Governor, Division of Administration, Office of State Uniform Payroll (osup) adopted a rule amending the regulations governing payroll deductions. The rule defines, clarifies and establishes parameters for vendor participation.
- B. Louisiana Administrative Code Title 4, Part III, Chapter 1, Section 123 "Solicitation of State Employees", part B states "Solicitation of employees shall be conducted within the guidelines established by the department/agency."

2. PURPOSE:

To ensure consistency and uniformity throughout Youth Services (YS) regarding solicitation by Private-Party Vendors (PPVs) and Supplemental Benefits Solicitation. (Note: Supplemental benefits solicitation is a privilege, not a requirement. This privilege may be rescinded for those who do not comply with this policy.)

3. APPLICABILITY:

Undersecretary or designee, Assistant Secretary, Deputy Assistant Secretaries, Facility Directors, Probation and Parole Program Director, Regional Managers, YS Central Office Section Heads and all other employees of YS. Unit Heads are responsible and accountable for the enforcement of this policy, including the procedures set forth herein.

4. DEFINITIONS:

DPS Officer - the officer assigned to duty at the front desk of the Louisiana State Police Headquarters Building.

Private-Party Vendors (PPVs) - any person, company, business or firm conducting business as a sole-proprietorship, corporation or partnership (other than a duly authorized contract vendor or service provider) which sells or trades products, merchandise, wares and/or services.

SED-4 - payroll deduction authorization form.

Supplemental Benefits Solicitation - benefits such as health, life, disability, dental and legal services offered to employees through payroll deduction that have been approved and assigned codes by OSUP. This does not include any products offered by the Office of Group Benefits (OGB). These products will be coordinated by OGB.

Unit Head - Facility Directors, Probation and Parole Program Director, Regional Managers and the Deputy Secretary or designee for YS Central Office.

Unit Supplemental Benefits Solicitation Coordinators - persons in the facilities and field offices responsible for scheduling time, date and meeting places for solicitation visits.

YS Central Office - Offices of the Deputy Secretary, Undersecretary or designee of the Office of Management and Finance, Assistant Secretary of the Office of Youth Development and their support staff.

YS Central Office Section Heads - staff over sections as outlined below:

Executive Services - Communication Services, Community Transitional Services, Governmental Relations Services, Grant Services, Legal/Contractual Review Services, Legislative Review Services, Ombudsman (Advocate), Policy Services; and

Operations and Investigative Services - Food Services, Information Technology Services, Investigative Services, Physical Plant Services, Safety and Security Services; and

Continuous Quality Improvement Services - Human Resources Services, Quality Assurance Improvement Services, Research Services; and

Staff Development and Program Services - Education Services, Staff Development, Treatment Services; and

Fiscal Services - Accounting Services, Budget Services, Procurement Services.

YS Supplemental Benefits Solicitation Coordinator - person responsible for coordinating the supplemental vendors who request permission to solicit approved products and coordinates solicitation issues for YS.

5. POLICY:

It is the Deputy Secretary's policy to allow supplemental benefits solicitation only by companies (vendors) who have been approved for payroll deduction by the Office of State Uniform Payroll (OSUP) and have a current payroll deduction code. Private-Party Vendors (PPVs) shall receive such authorization prior to conducting, selling or soliciting business at any office or unit of YS.

EXCEPTION: This policy does not apply to any of the products that are coordinated through the Office of Group Benefits. (Note: Any other exceptions to this policy must be approved by the Deputy Secretary.)

6. PROCEDURES:

A. Private-Party Vendors (PPVs)

1. YS Central Office

- a. All PPVs shall be directed to the DPS Officer at the front desk of the building. The vendor will be required to show proof of business, as well as personal identification. The DPS Officer will verify the information and inform the YS Supplemental Benefits Solicitation Coordinator. The YS Supplemental Benefits Solicitation Coordinator and the vendor will be required to sign the desk log in order for the vendor to obtain admittance to the Central Office.

- b. Employees will not be allowed to solicit or market outside items for personal gain without approval from the Deputy Secretary or designee.
- c. Requests to solicit or market items must be submitted in writing or via e-mail to the Deputy Secretary or designee by the appropriate Section Head, listing details such as times, type of items to be sold, etc.
- d. Such activity by employees will not be allowed during regular scheduled work hours.
- e. Resources of the state including, but not limited to, phones, vehicles and office supplies will not be utilized for this purpose.
- f. Each Section Head is responsible for monitoring compliance with this policy.

Exception: charitable/public causes including, but not limited to, raffles, Girl Scout cookies, school candy, etc. These items may be available to employees, but not actively solicited during work hours.

2. YS Units

- a. Facility Directors and Regional Managers shall develop procedures regarding solicitation using the above criteria.
- b. A copy of these procedures shall be forwarded to the appropriate Deputy Assistant Secretary. The Regional Offices will also send copies of their procedures to the Probation and Parole Program Director.

B. Supplemental Benefits Solicitation

- 1. The Vendor's Louisiana Sales Coordinator will determine which representative will visit a proposed site.
- 2. Supplemental benefits vendors wishing to solicit must have a payroll deduction code with OSUP. The service or product being offered must be the specific service or product that received approval for solicitation by OSUP.

3. The YS Supplemental Benefits Solicitation Coordinator will determine if the vendor is offering an approved product and will have the Unit Supplemental Benefits Coordinator contact the vendor representative to schedule the date, time and place for the visit in the appropriate facility/field office. The vendor must remain in the designated area as set forth by the Unit Supplemental Benefits Solicitation Coordinator. The vendor is not allowed to visit in areas where employees work without prior approval.
4. Each vendor will be allowed up to two solicitation visits during the months of March and April each year. Two visits are allowed to assure all employees have a chance to visit. Solicitation visits are authorized visits of individual vendors. Vendors are only allowed to solicit pre-approved products.
5. The Supplemental Benefits Solicitation Coordinator shall communicate to all employees concerning the date, time and location of the vendor's visit. Communication may be via e-mail, intranet systems, posters on bulletin boards, etc. The communication must inform employees of the following:
 - a. Employees may only visit with the vendors during their break and lunch periods. Employees unable to complete their business with the vendor during the allotted times must conclude the business outside of working hours. These offerings are completely voluntary, but employees electing to participate must have their premiums paid through payroll deduction.
 - b. Although YS allows authorized vendors to present their services and products to employees, YS makes no endorsement of any offering.
6. The vendor may provide materials to employees who elect to meet with the vendor during YS's approved solicitation visit. Vendor promotional materials must not be distributed by any other means within YS without prior approval by the Deputy Secretary or designee.
7. Giving away items/gifts of monetary value to state employees is strictly against the Louisiana Code of Governmental Ethics and is prohibited by the Office of State Uniform Payroll. The only allowable giveaways are promotional items with no substantial resale value and food and drink that the employees consume while the vendor or vendor representative is present.

8. Upon request from a vendor for "on-site" solicitation, the YS Supplemental Benefits Solicitation Coordinator will provide the Vendor's Louisiana Sales Coordinator with a copy of this policy and obtain a signed acknowledgement from the vendor representative before allowing access to the site. A facsimile copy is acceptable.
9. According to OSUP policy, payroll deduction authorization forms (SED-4's) must be signed by the vendor representative and the employee unless otherwise directed by the OSUP. Any changes or corrections to an employee's supplemental policy or premiums, due to an SED-4 being completed incorrectly by the vendor representative, must be handled between the vendor and the employee by all reasonable means (letter, phone, agency or home visit). YS is not responsible for any errors or omissions on the part of the vendor or the vendor's representative, but will assist if necessary, in obtaining a signed SED-4 if the vendor has exhausted all other means. OSUP will also assist in this process if necessary.
 - a. No entries, changes or corrections will be entered into YS payroll system without an SED-4 signed by the representative and the employee unless otherwise directed by OSUP.
 - b. No cancellations requested by the vendor will be entered into YS payroll system without an SED-4 signed by the representative and the employee unless otherwise directed by OSUP
 - c. No cancellations of all products with a vendor requested by the employee will be entered into YS payroll system without a written dated statement from the employee. The employee must be instructed to forward a copy of the letter to the vendor. If an employee, who has more than one product with a vendor, wishes to cancel only one product with that vendor, the employee must be directed to the vendor to cancel per an updated, signed SED-4.
 - d. For situations in which a correction to an SED-4 results in no change in total semi-monthly premiums (no increase or decrease), the employee's signature is not required, but a copy of the SED-4 with a letter of explanation must be sent to the employee and YS.
10. The following forms are required for implementation of this policy:
 - a. A.2.39 (a) - Vendor Acknowledgement of Receipt of Benefits Solicitation Policy; and

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- b. A.2.39 (b) - Notification to Employees of Supplemental Benefits Solicitation

Previous Regulation/Policy Number: NA
Previous Effective Date: NA



Attachments/References: A.2.39 (a) Vendor Acknowledgement of Receipt of Benefits Solicitation Policy.pdf



A.2.39 (b) Notification of Supplemental Benefits Solicitation.pdf